



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENTNUMBER :** FINCN/03-021SDS

**OPENING DATE :** 04/16/03

**CLOSING DATE :** 05/01/03

**POSITION :** Intelligence Research Specialist

**SERIES AND GRADE :** GS-132-12/13 (FPL: GS-13)

**NUMBER OF VACANCIES :** One

**SALARY RANGE :** \$58,070 - \$89,774 per annum

**ORGANIZATION :** Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Investigative Support (OIV)

**DUTY STATION :** Vienna, Virginia

**APPLICATIONS WILL BE ACCEPTED FROM :** Present and former Federal employees with competitive status within the Washington DC commuting area.

**SUMMARY OF DUTIES:** Incumbent serves as an Intelligence Research Specialist in the Office of Investigative Support (OIV) of the Financial Crimes Enforcement Network (FinCEN). The OIV is responsible for providing a wide range of services to FinCEN customers engaged in activities to investigate and prosecute individuals or groups suspected of money laundering and other financial crimes. Incumbent conducts research of databases to detect indications of money laundering and other financial crimes. Utilizes BSA databases, commercial databases and/or databases of other agencies to detect patterns or relationships that warrant investigation. Prepares statistical and narrative reports to summarize and document findings and explain and justify recommendations. Conducts liaison with representative of other law enforcement agencies.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**TIME-IN-GRADE REQUIREMENT:** Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

**For GS-12 & 13:**

1. Knowledge of the Bank Secrecy Act and the missions of FinCEN and other related agencies and of how officials of relevant Federal agencies and of state and local law enforcement agencies interact to prevent and detect money laundering and other financial crimes. (Applicants must address the nature of their knowledge and experience and their role in interacting with other Federal, state and local agencies in these program areas.)

2. Knowledge of the character and use of relevant databases and methodologies to determine indicators and relationships to develop meaningful inferences and to search for and detect patterns of possible criminal activity. (Applicants should address the extents of their knowledge of and experience in the conduct of database research and analysis, particularly as related to law enforcement research activities.)
3. Knowledge and ability to work effectively with officials of other agencies to develop strategies for conducting research to further their objectives. (Applicants must address the nature of their representational experience and authority in interactions with officials of other organizations.)
4. Ability to develop procedures, guidelines, analyses and reports related to criminal investigation program activities, using narrative and statistical displays. (Applicants must address their experience in developing guidelines, procedures, and reports related to criminal investigation activities.)

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.**

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**No Relocation Expenses will be paid.**

**The full performance level is GS-13.**

**Financial Crimes Enforcement Network (FinCEN) employees MUST include the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and submit a copy of their current performance appraisal.**

**All other applicants MUST submit a copy of their most recent performance appraisal, the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and provide a copy of their most recent SF-50, Notification of Personnel Action.**

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm) .

Please download, complete and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF181
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-256

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed:

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement: FINCN/03-021SDS  
P.O. Box 39  
Vienna, VA. 22183**

**For additional information, please call: Stacey Stevens (703) 905-3849. TDD (703) 905-3839.**

**NOTES:** All application materials **must** be sent to the mailing address shown. All materials and the envelope **must** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "For Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**BENEFITS**

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**